



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

July 9, 2025

**DIVISION MEMORANDUM**  
**No. 329 , s. 2025**

**SUBMISSION OF APPLICATION FOR VACANT TEACHING POSITIONS**

To: **Assistant Schools Division Superintendent**  
**Chief Education Supervisors**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Principals/Head Teacher-In-Charge of the District**  
**Heads of Public Elementary, Secondary and Integrated Schools**  
**All Others Concerned**

1. Pursuant to **DepEd Order No. 19, s. 2022** titled “*The Department of Education Merit Selection Plan*”, and **DepEd Order No. 20, s. 2024** titled “*Guidelines on Recruitment, Selection, and Appointment to Higher Teaching Positions*”, **this Office announces the submission of application for vacant Teacher II and Teacher III positions (Elementary and Junior High School) listed in Enclosure No. 1.** For **Teacher I positions**, **DepEd Order No. 007, s. 2023** titled “*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*” and **DepEd Order No. 021, s. 2024** titled “*Amendments to DepEd Order No. 007, s. 2023*” shall be the basis for the recruitment and selection. Attention is invited to **Enclosure No. 2** for the Criteria and Performance Requirements per position.
2. **Espousing the principles of merit, fitness, and equal opportunity, all interested applicants regardless of age, gender, civil status, disability, ethnicity, social status, religion, and political affiliation are advised to submit their application documents to the School where the vacancy exists not later than July 21, 2025 (Monday), until 5:00 p.m. only.** Applicants who failed to submit complete documentary requirements on the set deadline shall not be included in the pool of official applicants. **No additional documents shall be accepted after the set deadline.**
3. Applicants must submit **one (1) white folder** containing the application letter with complete documentary requirements which must be arranged and properly labeled with dog-ears/side tabbing. The following are the documents to be submitted:
  - a. **Letter of intent addressed to the Schools Division Superintendent;**
  - b. **Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;**
  - c. **Photocopy of Voter's ID and/or any proof of residency;**
  - d. **Photocopy of valid and updated PRC License/ID;**
  - e. **Photocopy of PBET/LET/LEPT Rating, if applicable;**



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- f. **Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available;**
  - g. **Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;**
  - h. **Photocopy of latest appointment, (for those applying for promotion);**
  - i. **Photocopy of Certificate/s of relevant specialized trainings or professional development programs, if any; *(Note: Relevant trainings/seminars **acquired from the date of last promotion/reclassification** or those undertaken within the last five (5) years prior to July 21, 2025 will be credited)***
  - j. **Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;**
  - k. **Photocopy of the required Performance Ratings with at least Very Satisfactory rating. *(Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 25 of DepEd Order No. 20, s. 2024. The latest performance rating shall cover one (1) year complete performance rating period in the current position);***
  - l. **Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form **(Annex C-1)**, sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755; and**
  - k. **Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.**
4. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
  5. An **application code** shall be issued to the applicant upon submission of hard copy to ensure objectivity and integrity of the process and to protect the identity of applicants when posting the result.
  6. **Applicants who will submit application documents after the deadline as indicated in the official publication in the CSC Website shall be accepted but will be accommodated in the next round of assessments/next school year.**
  7. School Heads are directed to post and announce the enclosed vacancies in at least three (3) conspicuous places for transparency purposes and to encourage a pool of applicants.
  8. The **Head of the school** where the vacancy exists shall automatically be a member of the Division Human Resource Merit Promotion and Selection Board (HRMPSB)



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while the Administrative Officer II or Administrative Assistant II/III shall serve as the secretariat. Schools with existing Master Teacher maybe designated as observer during the conduct of COI, NCOI annotations and Behavioral Events Interview (BEI) while those with no existing Master Teachers may coordinate with the HTID/PID/PSDS and request the assistance of other School Heads within the District who are also members of the Sub-Committee.

9. District/School Sub-Committee and the applicants are enjoined to observe the schedule of activities on the conduct of the ranking process as indicated in **Enclosure no. 3.**
10. Expenses of the HRMPSB relative to the evaluation of documents and preparation of Comparative Assessment Result (CAR), shall be charged against the local funds, subject to the usual budgeting, accounting, and auditing rules and regulations.
11. Immediate and wide dissemination of this Memorandum is desired.

For the Schools Division Superintendent:

**ROLAND F. DEMOCRITO**  
Administrative Officer V  
In-Charge of the Division

Reference: As stated  
Encl.: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES

HIRING

POLICY

RECRUITMENT

TEACHERS

RFD/mtb

Enclosure No. 1 to Division Memorandum No. 329, s. 2025

No.	Position Title	Plantilla Item No.	Salary /Job/Pay Grade	Monthly Salary	Qualification Standards					Place Of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
1	Teacher III (Elementary)	OSEC-DECSB-TCH3-427314-1998	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Cabangila ES, District of Altavas
2	Teacher III (Elementary)	OSEC-DECSB-TCH3-420455-2012	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Dingle ES, District of Banga
3	Teacher III (Elementary)	OSEC-DECSB-TCH3-427370-1998	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Mambuquiao IS, District of Batan
4	Teacher III (Elementary)	OSEC-DECSB-TCH3-420302-2000	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Pepe ES, District of Buruanga
5	Teacher III (Elementary)	OSEC-DECSB-TCH3-427409-1998	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Buruanga ES, District of Buruanga
6	Teacher III (Elementary)	OSEC-DECSB-TCH3-420009-2004	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Santander ES, District of Buruanga
7	Teacher III (Elementary)	OSEC-DECSB-TCH3-420563-2010	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Buruanga ES, District of Buruanga
8	Teacher III (Elementary)	OSEC-DECSB-TCH3-420628-2019	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Mina-a ES, District of Ibayay East
9	Teacher III (Elementary)	OSEC-DECSB-TCH3-427475-1998	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Tigayon ES, District of Kalibo II
10	Teacher III (Elementary)	OSEC-DECSB-TCH3-427533-1998	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Mobo ES, District of Kalibo II
11	Teacher III (Elementary)	OSEC-DECSB-TCH3-427540-1998	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Estancia ES, District of Kalibo II
12	Teacher III (Elementary)	OSEC-DECSB-TCH3-420404-2018	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Agtughangin IS, District of Madalag

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No.	Position Title	Plantilla Item No.	Salary /Job/Pay Grade	Monthly Salary	Qualification Standards					Place Of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
13	Teacher III (Elementary)	OSEC-DECSB-TCH3-420093-2023	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Castillo ES, District of Makato
14	Teacher III (Elementary)	OSEC-DECSB-TCH3-420167-2004	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Balabag ES, District of Malay
15	Teacher III (Elementary)	OSEC-DECSB-TCH3-420310-2010	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Navitas ES, District of Malinao
16	Teacher III (Elementary)	OSEC-DECSB-TCH3-420052-2000	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Bulabud ES, District of Malinao
17	Teacher III (Elementary)	OSEC-DECSB-TCH3-427672-1998	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Polo ES, District of New Washington
18	Teacher III (Elementary)	OSEC-DECSB-TCH3-427748-1998	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Tagas ES, District of Tangalan
19	Teacher II (Elementary)	OSEC-DECSB-TCH2-420732-2012	12	32245	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Sibalew ES, District of Banga
20	Teacher II (Elementary)	OSEC-DECSB-TCH2-420202-2002	12	32245	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Camaligan ES, District of Batan
21	Teacher II (Elementary)	OSEC-DECSB-TCH2-420287-2010	12	32245	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Mina-a ES, District of Ibayay East
22	Teacher II (Elementary)	OSEC-DECSB-TCH2-426565-1998	12	32245	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Ibayay IS, District of Ibayay West
23	Teacher II (Elementary)	OSEC-DECSB-TCH2-426615-1998	12	32245	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Kalibo Pilot ES, District of Kalibo I
24	Teacher II (Elementary)	OSEC-DECSB-TCH2-426737-1998	12	32245	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Makato IS, District of Makato

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No.	Position Title	Plantilla Item No.	Salary /Job/Pay Grade	Monthly Salary	Qualification Standards					Place Of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
25	Teacher II (Elementary)	OSEC-DECSB-TCH2-426575-1998	12	32245	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Union ES, District of Nabas
26	Teacher III (Secondary)	OSEC-DECSB-TCH3-430545-1998	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Petronilo C. Ibadliit National High School, District of Banga
27	Teacher III (Secondary)	OSEC-DECSB-TCH3-420378-2010	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Ondoy National High School , District of Ibaay West
28	Teacher III (Secondary)	OSEC-DECSB-TCH3-420077-2006	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Aklan National High School for Arts and Trades, District of Kalibo I
29	Teacher III (Secondary)	OSEC-DECSB-TCH3-420505-2012	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Aklan National High School for Arts and Trades, District of Kalibo I
30	Teacher II (Secondary)	OSEC-DECSB-TCH2-420077-2021	12	32245	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Alfonso XII National High School, District of Libacao
31	Teacher II (Secondary)	OSEC-DECSB-TCH2-420445-2000	12	32245	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 Professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Secondary)	Career Stage 2 or Proficient Teachers based on PPST	Union National High School, District of Nabas



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Performance Requirements

**Internal applicants** – must have at least a Very Satisfactory rating in the latest one-year complete performance cycle in their current position. They must also meet the performance requirements of the position applied for, based on up to three (3) rating periods from the most recently completed cycle, to wit;

Completely signed IPCRF for S.Y. 2024-2025, 2023-2024 and 2022-2023

Position Applied for	Classroom Observable Indicators	Non-Classroom Observable Indicators
Teacher II	At least 6 Proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory
Teacher III	At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory

**External applicants** – such as Teachers-in-Charge, related teaching, and non-teaching personnel who are **not** using the existing PPST-based IPCRF of teachers shall be required to present a comparable performance rating with at least very satisfactory rating in the current and previous position/s; **provided that the latest performance rating obtained covers one (1) year complete performance cycle in the current or latest position.**

Table 1. Point System for Comparative Assessment

Criteria	Maximum Points Possible
a. Education	10
b. Training	10
c. Experience	10
d. Performance	30
e. PPST COIs (Classroom Observation)	25
f. PPST NCOIs (Portfolio Annotations and BEI)	15
Total	100





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Enclosure No. 3 to Division Memorandum No. 329, s. 2025

**Schedule of activities for the Recruitment and Selection of Applicants for the Comparative Assessment Result (CAR) for Teacher II, Teacher III positions**

Activity	Schedule	Person In-Charge
Submission of application letter and supporting documents to the school head where the vacancy exists and issuance of application code <i>(Note: application code must bear the school ID where the vacancy exists. i.e <b>114771-01-2025</b>)</i>	July 9-21, 2025	School Head/AO II/ADAS
Conduct of initial evaluation of the documents including the performance requirement	July 22-24, 2025	School Head/AO II/ADAS
Posting of Initial Evaluation Result (IER) and sending of Official Communications to Qualified (Q) <b>(Annex E)</b> and Disqualified (DQ) applicants <b>(Annex F)</b>	July 25-28, 2025	School Head/AO II/ADAS
Evaluation of submitted documents for the Education, Training, Experience (ETE), Performance, and Conduct of the Classroom Observable Indicators (Demonstration Teaching) and Non-Classroom Observable Indicators (NCOI Annotations) and Behavioral Events Interview (BEI)	July 29-31, 2025	School Head/AO II/ADAS/Sub-Committee in the District
Submission of the <b>signed Individual Evaluation Sheet (IES) and corresponding Annexes</b> of the applicants to the division HRMPSB for consolidation and final deliberation	August 1-5, 2025	AO II/ADAS/ Secretariat of Sub-Committee in the District
Posting of the signed Comparative Assessment Result (CAR)	August 6, 2025	Division HRMPSB







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Annex C-1

CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
Position Applied For: \_\_\_\_\_  
Office: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Religion: \_\_\_\_\_  
Ethnicity: \_\_\_\_\_  
Person with Disability: Yes ( ) No ( )  
Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the SDS			
b.	Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017)			
c.	Photocopy of Voter's ID and/or any proof of residency			
d.	Photocopy of valid and updated PRC License/ID			
e.	Photocopy of Certificate of Board Rating			
f.	Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g.	Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h.	Photocopy of latest appointment (for those applying for promotion)			
i.	Photocopy of certificate/s of relevant specialized trainings or professional development programs			
j.	Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable			
k.	Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)			
l.	Checklist of Requirements, CAV, Data Privacy Consent Form			
m.	Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOIs			

Attested:

\_\_\_\_\_  
Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.